



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DISABILITY RIGHTS ADVOCATE II

Job Number: 20001891

Job Code: 98480V000101

Job Group: 9800 - LAW

Job Established: 11/16/1989

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides non-attorney client representation for individuals with disabilities under the direct supervision of an attorney. Provides training to community based advocacy groups. Provides information and referral services related to disabilities; participates in systems advocacy projects; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in special education, psychology, social work, counseling, nursing, behavioral science, rehabilitation, mental health professions or a field related specifically to people with disabilities.

#### **EXPERIENCE:**

Must have three years of experience in working with people with disabilities.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in law or in a field relating specifically to people with disabilities will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Work advocating for the rights of persons with disabilities will substitute for the bachelor's degree on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Attends administrative meetings (such as treatment and individual planning meetings) to advocate for the rights of clients with disabilities. Interviews clients, interprets unfamiliar terms and procedures utilized during meetings. Recommends specific data that may be needed to determine the appropriate type of programming or treatment for an individual client. Obtains client's case direction and asserts client's specific recommendations for programming or treatment changes or additions when appropriate. Informs clients, parents, guardians, and others of due process and other substantive rights of the client. Conducts training sessions for advocates, agency personnel, advisory board members, persons with disabilities, parents and interested citizens. Ensures rights afforded to persons with disabilities are protected. Meets with public officials and the general public for informational exchange. Participates in systems advocacy as directed.

**UNIQUE PHYSICAL REQUIREMENTS:**

employee occasionally may assist persons with disabilities from wheelchairs to automobiles.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

The physical demands of this position are desk work with frequent traveling. Hazards in this position stem from inclement road conditions and potentially upset parents, clients, or others and conditions in institutional environments.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*